



## Child Safeguarding Declaration of Guiding Principles

### Music Generation Mayo

Music Generation Mayo provides the following services/activities to children and young people:

- Music education on a diverse range of instruments/voice across all genres throughout County Mayo.

#### **We believe that:**

1. Our priority to ensure the welfare and safety of every child and young person who attends our service is paramount.
2. Our guiding principles and procedures to safeguard children and young people reflect national policy and legislation and we will review our guiding principles and child safeguarding procedures every year.
3. All children and young people have an equal right to attend a service that respects them as individuals and encourages them to reach their potential, regardless of their background.
4. We are committed to upholding the rights of every child and young person who attends our service, including the rights to be kept safe and protected from harm, listened to and heard.
5. Our guiding principles apply to everyone in our organisation.
6. Workers / volunteers / clients must conduct themselves in a way that reflects the principles of our organisation.

Our **Designated Liaison Person** is: Damian Evans, Music Development Officer, Music Generation Mayo.

Tel: 094 904 1014 or 086 796 6416

Email: [damianevas@msletb.ie](mailto:damianevas@msletb.ie)

Our **Deputy Designated Liaison Person** is: Cormac Hanlon, Music Generation Mayo Administrator

Tel: 086 0408547

Email: [cormachanlon@msletb.ie](mailto:cormachanlon@msletb.ie)

**Music Generation Mayo, MSLETB, Rush Street, Castlebar, Co. Mayo**



## Child Safeguarding Statement Music Generation Mayo

Music Generation Mayo provides the following services/activities to children and young people:

- Music education on a diverse range of instruments and genres throughout County Mayo.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and TUSLA Guidance on the preparation of Child Safeguarding Statements, Music Generation Mayo and its Local Music Education Partnership (LMEP) have agreed the Child Safeguarding Statement set out in this document.

1. Music Generation Mayo has adopted and will implement fully and without modification the aforementioned requirements as part of this overall Child Safeguarding Statement
2. The Designated Liaison Person (DLP) is: Damian Evans
3. The Deputy Designated Liaison Person (Deputy DLP) is: Cormac Hanlon
4. Music Generation Mayo recognises that child protection and welfare considerations permeate all aspects of Music Generation Mayo (MGM) and must be reflected in all of its policies, procedures, practices and activities. In its policies, procedures, practices and activities, MGM will adhere to the following principles of best practice in child protection and welfare:

MGM will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

MGM will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

5. The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending MGM, MGM adheres to the relevant agreed disciplinary procedures for MGM staff.
- In relation to the selection or recruitment of staff and their suitability to work with children and young people, MGM adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting.



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- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) MGM-
- Has provided each existing member of staff with a copy of MGM's Child Safeguarding Statement
- Ensures all new staff are provided with a copy of MGM's Child Safeguarding Statement
- Encourages staff to avail of relevant training
- MGM maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to TUSLA, all MGM personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including those in relation to mandated reporting under the Children First Act 2015.
- MGM has appointed the above named DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement.
- All staff employed by MGM are ethically obliged to report reasonable grounds for concern under the Children First Act 2015. Those registered with the Teaching Council are mandated reporters.
- In accordance with the Children First Act 2015, MGM has carried out an assessment of any potential for harm to a child while attending MGM or participating in MGM activities. A written assessment setting out the areas of risk identified and MGM's procedures for managing those risks is attached as an appendix to this statement.
- The various procedures referred to in this Statement can be accessed via the DES website or will be made available on request by MGM.
- 6. This statement has been provided to all members of MGM personnel. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to TUSLA if requested.
- 7. This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was revised by Music Generation Mayo on 6th July 2023.



## Child Safeguarding Risk Assessment Music Generation Mayo

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of the Music Generation Mayo.

### 1. Name of service being provided:

Music Generation Mayo, providing performance music education access for children and young people.

### 2. Nature of service and principles to safeguard children from harm:

Music Generation Mayo (MGM) provides the following services/activities to children and young people:

- Music tuition and education on a diverse range of instruments and genres throughout County Mayo.

We believe that the best interests of children and young people attending our services are paramount. Our guiding principles are underpinned by *Children First: National Guidance for the Protection and Welfare of Children*, *TUSLA's Child Safeguarding: A Guide for Policy, Procedure and Practice*, the *United Nations Convention on the Rights of the Child* and current legislation such as the Children First Act 2015, Child Care Act 1991, Protections for Persons Reporting Child Abuse Act 1998 and the National Vetting Bureau Act 2012.

Our guiding principles apply to all paid staff, volunteers, committee/board members, and clients within our organisation.

All committee/board members, staff, volunteers, clients and students agree to abide by these guiding principles and our child safeguarding procedures. We will review our guiding principles and child safeguarding procedures every year, or sooner if necessary due to service issues or changes in legislation or national policy.

MGM implement, fully and without modification, the Department's Child Protection Procedures for Primary and Post Primary Schools as part of its overall child protection and in implementing 'Children First: National Guidance for the Protection and Welfare of Children'.

**Designated Liaison Person:** Damian Evans, Music Development Officer, Music Generation Mayo.  
Tel: 094 904 1014 or 086 796 6416      Email: [damianevas@msletb.ie](mailto:damianevas@msletb.ie)

**Deputy Designated Liaison Person:** Cormac Hanlon, Resource Worker, Music Generation Mayo  
Tel: 086 0663 068      Email: [cormachanlon@msletb.ie](mailto:cormachanlon@msletb.ie)



**2. Risk Assessment**

The following are a list of activities identified by School management and staff as Music Generation Mayo Activities that have been examined in preparation of a Risk register.

Daily arrival and departure of students
Classroom teaching
One-to-one teaching
Outdoor activities
MGM outings
MGM trips involving overnight stay
MGM trips involving foreign travel
Use of off-site facilities for MGM activities
MGM transport arrangements
Management of challenging behaviour amongst students, including appropriate use of verbal restraint or physical/non-physical restraint where required
Administration of Medicine
Administration of First Aid
Prevention and dealing with bullying amongst students
Training of MGM personnel in child protection / safeguarding matters
Care of students with specific vulnerabilities/ needs such as
<ul style="list-style-type: none"> <li>• Students from ethnic minorities/migrants</li> <li>• Members of the Traveller community</li> <li>• Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>• Students perceived to be LGBT</li> <li>• Students of minority religious faiths</li> <li>• Children / Young people in care</li> <li>• Children / Young people on CPNS</li> </ul>
Recruitment of MGM personnel including -
<ul style="list-style-type: none"> <li>• Tutors</li> <li>• External Tutors/Guest Speakers</li> </ul>
Volunteers/Parents in MGM activities
Visitors/contractors present during music tuition
Visitors/contractors present during/ after MGM activities
Use of Information and Communication Technology by students in MGM centres
Application of sanctions under MGM's Code of Behaviour
Use of video/photography/other media to record MGM events / curricular requirements
Music hubs
Drop in visitors
Site visits to external locations

We have carried out an assessment of any potential for harm to a child or young person while availing of our services. Below is a list of the areas of risk identified and the list of procedures for managing these risks.



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No.	Risk identified	Level of Risk Identified.	Procedure in place to manage identified risk.
1	Risk of harm not being recognised by MGM personnel	Medium	<ul style="list-style-type: none"> <li>All MGM personnel are provided with a copy of MGM's <i>Child Safeguarding Statement</i></li> <li>MGM Personnel are required to adhere to the <i>Children First Act 2015</i></li> <li>All Staff have carried out TUSLA Child Protection / Safeguarding Training and encouraged to regularly undertake Children First E-Learning online training.</li> </ul>
2	Risk of harm not being reported properly and promptly by MGM personnel	Medium	<ul style="list-style-type: none"> <li>All MGM personnel are provided with a copy of MGM's <i>Child Safeguarding Statement</i></li> <li>The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all MGM personnel</li> <li>MGM Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></li> <li>All Staff have carried out TUSLA Child Protection / Safeguarding Training and encouraged to regularly undertake Children First E-Learning online training.</li> </ul>
3	Risk of child being harmed in MGM by a member of MGM personnel	Low	<ul style="list-style-type: none"> <li>MGM adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> <li>MGM complies with the agreed disciplinary procedures for teaching staff</li> </ul>
4	Risk of child being harmed in MGM by another child	Low	<ul style="list-style-type: none"> <li>Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i></li> <li>MGM has in place a code of behaviour for students and provides every student with a copy of the MGM Information Booklet as part of student induction</li> </ul>
5	Risk of child being harmed in MGM by volunteer or visitor to MGM	Medium	<ul style="list-style-type: none"> <li>No volunteer or visitor is left alone with a child.</li> </ul>



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			<ul style="list-style-type: none"> <li>MGM has a visitor / guest speaker / volunteer Policy</li> </ul>
6	Risk of child being harmed by a member of MGM personnel, a member of staff of another organisation or other person while child participating in out of MGM activities e.g. MGM trip	Medium	<ul style="list-style-type: none"> <li>MGM has in place a policy and clear procedures in respect of MGM outings.</li> <li>Students are accompanied by MSLETB personnel for part of the placement duration.</li> <li>MGM has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum. All MSLETB teaching staff accompanying students on MGM outings or events are Garda Vetted</li> </ul>
7	Risk of harm due to bullying of child	Low	<ul style="list-style-type: none"> <li>MGM has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i></li> </ul>
8	Risk of harm due to inadequate supervision of children in school	Low	<ul style="list-style-type: none"> <li>MGM employs site supervisors in school centres</li> </ul>
9	Risk of harm due to inadequate supervision of children while attending out of MGM activities	Medium	<ul style="list-style-type: none"> <li>All MGM activities are supervised by MGM staff</li> </ul>
10	Risk of harm due to inappropriate relationship/communications between child and another child or adult	High	<ul style="list-style-type: none"> <li>All MGM personnel are provided with a copy of MGM's <i>Child Safeguarding Statement</i></li> <li>The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all MGM personnel</li> <li>MGM Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></li> <li>All Staff have carried out TUSLA Child Protection / Safeguarding Training and encouraged to undertake PDST online training.</li> </ul>
11	Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at MGM	High	<ul style="list-style-type: none"> <li>MGM has in place an ICT policy in respect of usage of ICT by students</li> <li>MGM has in place a mobile phone policy in respect of usage of mobile phones by students</li> </ul>





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12	Risk of harm due to inadequate code of behaviour	Low	<ul style="list-style-type: none"> <li>MGM has in place a code of behaviour policy that has been adopted by MGM</li> </ul>
13	Risk of harm in one-to-one teaching, counselling, coaching situation	Medium	<ul style="list-style-type: none"> <li>MGM adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> <li>MGM has a codes of conduct for MGM personnel (teaching and non-teaching staff)</li> <li>MGM complies with the agreed disciplinary procedures for teaching staff</li> </ul>
14	Risk of harm caused by member of MGM personnel communicating with students in appropriate manner via social media, texting, digital device or other manner	Medium	<ul style="list-style-type: none"> <li>MGM adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> <li>MGM has a codes of conduct for MGM personnel (teaching and non-teaching staff)</li> <li>MGM complies with the agreed disciplinary procedures for MSLETB teaching staff</li> </ul>
15	Risk of harm caused by member of MGM personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner	Medium	<ul style="list-style-type: none"> <li>MGM adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> <li>MGM has a codes of conduct for MGM personnel (teaching and non-teaching staff)</li> <li>MGM complies with the agreed disciplinary procedures for MSLETB staff</li> </ul>
16	Risk of harm due to use of MGM facilities by external agencies during MGM time.	Low	<ul style="list-style-type: none"> <li>All Volunteers or Visitors must sign in.</li> <li>No volunteer or visitor is left alone with a child.</li> <li>All volunteers to sign and sign receipt of MGM CSS</li> </ul>
17	Risk of harm due daily arrival and dismissal of students outside of operational hours.	Low	<ul style="list-style-type: none"> <li>Parents are advised of operational hours for MGM.</li> <li>There are clear procedures regarding the dismissal of students.</li> <li>There are clear procedures regarding the locking and unlocking of MGM building</li> </ul>

In undertaking this risk assessment, MGM has endeavoured to identify, as far as reasonably practicable, the risks of harm that are relevant to MGM and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, MGM has in





place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

### 3. Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, *Children First: National Guidance for the Protection and Welfare of Children (2017)*, and TUSLA's *Child Safeguarding: A Guide for Policy, Procedure and Practice*. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service;
- Procedure for the safe recruitment and selection of workers and volunteers to work with children;
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm;
- Procedure for the reporting of child protection or welfare concerns to TUSLA;
- Procedure for maintaining a list of the persons in the relevant service who are mandated persons;
- Procedure for appointing a relevant person.

All procedures listed are available upon request.

### 4. Implementation

In undertaking this risk assessment, MGM has endeavoured to identify as far as possible the risks of harm that are relevant to MGM and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, MGM has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been reviewed by MGM on 10th March 2023. It shall be reviewed as part of MGM's annual review of its Child Safeguarding Statement.